SANTA MARIA POLICE
Our Community... Your Police

Chief / Commander Meeting
Tuesdays 0830

2025 Agenda

September 30th

- Update on SB2 cases (are we caught up?)
- Finalize questions and panelist for LT/Sgt Process
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September 23

- Duty Commander Assignment / On Call
  - PVM for October
  - November – Rios
  - December- Cohen
- Lt. Shalhoob's onboarding- Start date: October 6th
  - First week- Work with PVM and Sgt. Lopez (review Lt. Manual)
  - Shadowed by Rios- 14th-17th
- Organizational Moves
  - Professional Standards Lt- October 20th
  - Shalhoob start WC- October 20th
  - Give Rios / Van Meel full IAPro access
  - Have Tiffany move Rios's schedule to T-Fri, then later M-Thurs after Lara retirement
- SRR Commendation
- Balcorta / Org chart - DC –
  - Move Balcorta to Support
- 3/12 - 4/10 Schedule- Policy, MOU, Telestaff
  - Double check if other policy changes needed. DC to check
  - Does it say we can't work more than 16 hours. DC to check
  - Adapt Time off policy to new schedule to Command staff - DC
- Specialty Sgts / Lt's
  - Lt. selections first, then the Lt.'s sit on panel for Sgt.'s
- Carfax / Kit Room – Next steps? Who is running it? DC
  - Chief to talk to City Manager, Carfax traffic to be led by Traffic Lt.
  - PVM to work with Balcorta and Property to finish this.
- Sgt. / Lt. Questions discussion
- Telestaff errors – Instruct after Lt. Promotions: DC

September 16

- Sergeant and LT oral board panel/questions
  - I'd like a list of names of panel members and questions by the end of the week for Sergeant and by the end of next week for Lt –

    - DC to Create document
        - From PVM: These were emailed out on 9/19/25 to everyone.
- Motor uniform request
    - Thoughts?
    - DR to follow up w/ other agencies
    - Armstrong will order a pair to T/E
- Timeline for tattoo policy roll out
    - DC will update the policy
- POA is voting on patrol schedule change, will close on the 19th (according to Barton)
- 40mm launcher discussion
    - Audit of all our less lethal, firearms –
    - DR to finalize audit documents
    - Tracking System to account for Department equipment
    - PVM to follow up with Balcorta re: Kit Room
        - From PVM: Per Balcorta - Kit Room completed by the end of the year and Quartermaster will handle assignments and day-to-day check in/out for equipment.
        - I spoke with Angela about having Property Technicians handle the checking in/out of equipment from the Kit
- CPCA Annual Training – March of 2026
    - PVM and AM to attend
- Gym injuries, On-duty vs Not (Mize)
    - DC to talk to Risk to propose waiver
- Workplace harassment, records, incoming memo. DC
- Commander assignments
- Onboarding of new Commanders
- Sig P320 – Nobody here carries one
- HR to open Lt. process,
    - Internal Postings: PS Lt, PS Sgt., DB Sgt., DB Lt.,
    - SWAT Lt., Range Lt. ARCON Lt., Table collaterals until next week.
- Mark43 School for Danny / Paul – DC

September 9th

- FBI Task Force
- Onboarding training for professional staff
    - Look at the current training plan
- Training plan for all assignments/units
    - Already have it
- Discussion about adding an additional beat
- SM Disaster Exercise

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  - October 2nd: Table top run through of exercise and objectives
  - October 2nd-15th: Remediate any identified deficiencies
  - October 16th: 0900-1400 SM Library Learning Lab- City Exercise
  - October 31st: After Action Report
- Time off Proposal (email sent)
  - Add shift trade language
- On duty T/C (Officer Pena)
- Lt. Background Update DC

September 2nd

- Service Level Impacts write up, Do we want to and are we firm on positions we are offering up? DC –
  - Get original impact document from Sara, then we can all work on it together. Send it out as a Word document.
  - Insert the chart with positions we are going to freeze and what the negative impacts are
  - Insert where we are with hiring officers
- Co-lateral bike patrol
  - How many officers do we have trained?
  - Can we host an in-house course?
  - Hopefully will have a class by the end of the year
  - Need a policy-EL
- Proposed Patrol Schedule Meetings
  - Whats next? Follow up with City to see if they will sign off on schedule CW
- POA/Command Staff Meeting
  - Any agenda items?
- End of year reports
  - Each Unit complete an end of year report
  - Include highlights, stats, etc. of the year
  - Goals for 2026

August 26th

- Acting Sergeant transition
- Update on the Administration Office Movement
- SMPD University- Start small but work on a leadership component
- Weekly Chiefs email (show casing significant events, what we've done in the week, upcoming events, and what's going on in the Department
  - Suggestion: Doing it Monthly (start in September)
  - Once new outreach coordinator is hired, start a monthly newsletter
- Including IT in our recognition committee
  - Thoughts?
  - DC will look into what we currently have and see if that will fit.

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- Carfax for Police- Balcorta can set up a DEMO – Can we issue 12500 DC
- Vehicle cleaning locker
  - EL will take over this project
- Housing authority paying for patrol OT
  - HA isn't interested in using our services
- Javier Limon resignation
- HR BG Poly, resolution
- CNT Recruitment
- Mexican Independence Day (Tuesday, September 16, 2025)
- Red Light Traffic Program
  - Task out to explore this program (need to involve traffic engineer)
  - Balcorta, Haberkern, Armstrong, city engineer (EL)

August 11th

- Progress on moving FTO to Operations
  - Department wide email informing them FTO program is going to patrol. Training sergeant position will be moving to professional standards in the future. Open up FTO Sergeant collateral assignment. DC,
  - Push out policy.
- Time off policy
- Update on Sergeants to IA school
-

August 5th

- Saving money on training: Double occupancy on training? DC $1100 example.
  - Chief sleep on it. Just conferences vs all non-reimbursable training
- Update on Social Media Access
  - (Lt.'s and Sgt. II have access) Commanders need training still
- Discuss Drone Logo Request
  - Approved by Chief
- Update on city council security training (phasing out sergeants)
- National Night Out
- Lara to work on collateral FTO sergeant policy (would like to implement in the next month or so)
- Update on CCW process
  - Permitium has been updated, DC will get update on policy and website
- Update on IOD agreement
  - Accept changes and email HR and Risk

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- Need to update policy 1030 to conform with LODD Form
  - DC to handle
- Lt. Eligibility list.
  - DC to talk to Sara about opening up Sgt.
- Officers' Disposition Letters / Delivery
  - Not sustained/unfounded put disposition letter in mailbox
  - Sustained and disciple, LT should be delivering in person with the LOR, etc
- Explorer Badges
  - Approved
- Trainee mid-phase training day – DC
- Preview- Hybrid Schedule Power Point
- Chief share goals and objectives, needs 45 mins.
  - E and DC calendar units

July 29th

- IA complaints that aren't sustained
  - Recommendation: handled and dispo'd on the commander level
  - Policy talks about recommended disciple.
  - Recommendation: Minor allegations that are not sustained, unfounded can be dispo'd by Commander. Use of Force, pursuit, and other more serious allegations should go to the Chief for review (thoughts?)
- Supervisors recognizing good arrests (commendations, briefing setting)
- Debriefing incidents (should talk about what went well and what would be improved)
- Training Conferences (limit the number of employees we send) – DC talk to Chrissy
- Professional Standards Sergeant -
- Change combined bureaus to once a month
- Sergeants need to attend IA School – DC talk to Chrissy-

July 22nd

- Patrol Schedule/Squad – Commanders review Schedules
- Staffing/Time off Policy (210) – Review this policy for discussion
- 2024 Felony Case Rejection Report from SBDA
  - DB Lt. review this rejected for "legal issues"..
- CCWs
  - DC to have Jeff Lopez remove Psych from Permitum, also on our website. Fee schedule update
- Employee of the Quarter Parking Spot
- San Luis County Fees (Letter from Sheriff)
- IA complaints that aren't sustained

    - Recommendation: handled and dispo'd on the commander level
    - CW will check policy
    - Tabled to next meeting
- Use of force reports by all officers (witness & involved)
    - CW to talk to the DA for their opinion
    - Added to combined bureaus agenda
    - "Supervisor Discretion"
- IOD Agreement
    - Language adjustments-DC
- SWAT / Direct Report
    - Check policy to see what division it is under
    - Will be under Operations
- Social Media Posts / English and Spanish
- Communication with staff
    - Command Staff Retreat Dates
- Women's Locker Room
    - Out of locker space
    - Need to cost out more lockers
- Flock Audit –
- Ballistic Windows on PD building
- Debrief POST Audit
- Debrief Lt. Interviews
- Volunteer In Policing Program
    - Not opposed, only concern is staff overload
    - CW to review policy
- Open up Professional Standards Lt – DC
- Legacy Wall Update
    - CW will contact facilities about project

July 8th

- Hosting grant writing class
    - DC to have training stand down on this class
- PST Uniform Request
    - Approved
- Indivisible Group
    - Will email PD 7 days prior to a planned protest
    - Highly organized and non-violent group (have monitors)
    - The group organizer has the desk sergeant number to contact if issues arise
    - Very productive meeting with them (email)
    - CW will contact group and tell them that Andy will be the POC
- Fireworks Enforcement
    - Stats on citations

        - Sgt. Diaz will have an After Action Report done in the next couple of days
    - Debrief (how did we do, what can we improve on next year)
- Roll Out of LODD forms, legacy wall and anniversary pins
    - LODD forms- CW to put out introduction email, Commanders to push out to lieutenants. Lieutenants will send out and collect (specific format) and email to Tiffany who will store it with limited access
    - Legacy wall- DC will get with facilities to get cost estimate. It will be placed on the "Locker Room" wall
    - Pins- Representative from each bargaining group to design (5 year increments)
- Recent pursuit with unit involved T/Cs
- Command Staff and Social Media
- PD Liaison for Rangers
    - CSU Sergeant will be the POC. Have Felix reach out to Ruben
- Department Goals and Objectives
- Staffing/Time off Policy
- Policy Proposals: See attachment in calendar
- Department Survey
    - When was the last time we did one?
    - Thoughts?
    - DC to contact HR to get Survey Monkey account
- Lexipol Policy Spreadsheet (have Lt and Commanders fill out)
- Patrol Staffing Plan- Moved to next meeting

July 1st, 2025

Discussion Items:

- Property Room Audit discussion
    - Paul and Angelia are drafting a memo that addresses the 2022 audit (due July 1st)
    - Random audit per policy (5 items each-guns, drugs, money) to determine if they were properly booked and tagged- passed
    - DC will review property audit policy to ensure it lists when the audit is conducted
- Patrol Staffing Plan regarding time off and minimum staffing (policy 210)
- Finalize Lt. oral panel questions
- Sergeant Staffing at CC meetings
- Side letter for POA regarding K-9's counting as minimum staffing
- Press Releases on gun and other significant arrests/events
- False alarm responses (what percentage are we responding to?)

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- POA/SPAMM meeting (email the presidents our proposed organizational charts)
- Disposition Letters for SB2
- Lobby Hours Change Request / Temporary

June 24th, 2025

Discussion Items:

- Lt. Process- Oral interview questions – written prompt, interview dates, panelists
- Two new claims vs SMPD, 1) TC, 2) Head-on Collision 3) Damage to apartment
- Lexipol Policy Spreadsheet
- Audits of ALPR data searches (do we do it and if not, we should spot check) –
    - DC get a copy of documentation, where are emails requests kept.
- Department photo and start having individual photos of our staff (flag photo). Might want to wait until we hire our outreach coordinator?
    - EL will see if we have individual photos
    - EL will find someone to coordinate the department photo (goal date Sept/Oct)
- K9 part of patrol staffing – start date?
    - Need side letter with POA. Bring up with CM
- EV Patrol demo staring today at 11am. Who should manage this?
- For next meeting have a suggestion for minimum staffing for patrol (time off)

June 17th, 2025

Discussion Items:

- GST Uniform
- Uniform Policy
    - Need to be outlined in the policy what the approved uniforms
- Overtime for Community events (golf tournament, etc)
- Overtime Costs (Dispatch, etc)
    - DC sent time off policy to Chief
- News Releases
- POST Command Staff Retreat
- Corporal Movement-How many to start with and where would they go?

  - First Wave- 5 in patrol (EL will come up with how that will look by 7/1)
  - Second Wave- GST-1, DB-2, CSU-1, Traffic-1
- Update on officer that shot himself (with HR/Legal)
  - Moving forward, discussion on if we should have 960 employees as officers in the field (necessary training)
- Fireworks enforcement
- Green's Evaluation 12/02/2023-06/02/2025
- Updates: Ready Rebound, Tech Redundancies, Range Qual, Ammo Storage, FTO Supervisor policy
  - Ready Rebound- Starting the network (in the early stage)
  - Tech Redundancies- Balcorta will have something in two weeks
  - Range Qualification- POST said they don't get involved in. Change our policy to twice a year
  - Ammo Storage- ATF and FBI said no requirement
- Parking enforcement issues
  - Need to have everyone get on board
- Volunteers in Policing
- OIS Investigations
  - Internal vs. External (SBSO)
  - Have SBSO investigate

June 10th, 2025

Discussion Items:

- Range qualifications for Command Staff- 1530 hours-
  - DC research and draft policy
  - Combined bureaus agenda
- Policy Review
  - Create spreadsheet and assign to staff
  - Combined bureaus agenda
- Department Goals and Objectives (what are they and when are we going to roll them out)
  - Community Safety, Community Engagement, Organizational Excellence (just an idea) & add objectives under each of the goals
  - Combined bureaus agenda
- Have Micheal do an overview of our technology packages and how we can reduce redundancies
  - DC will have him start working on that project
- Spidr Tech- Need to use the officer satisfaction survey for our community
  - Bring up to the unions
  - Combined Bureau meeting
- Worker's Comp- "Ready Rebound"

  - DC talk to Dix to see if network is updated
  - Need to take a "deep dive" into Worker's Comp & provide examples of deficiencies
- Training Bulletin on Immigration (Roll out date)
  - End of the week
- FTO Sergeant as a collateral duty
  - Two patrol sergeants oversee the program, with Lt. oversight
  - Combined bureaus meeting
- Mobile Field Force – Pre-plan for protests, scout out location
- 6th Trainee update – DC have Dix call today
- DB Operation
- Admin workflow (EL)
- Racial Justice Act (EL)

June 3rd, 2025

Discussion Items:

- GST Uniform
  -
- Property Room Audit discussion
  - Paul and Angelia are drafting a memo that addresses the 2022 audit (due July 1st)
  - They will also do a random audit per policy (5 items each-guns, drugs, money) to determine if they were properly booked and tagged.
  - DC will review property audit policy to ensure it lists when the audit is conducted
- Pursuit overview
  - Review policy and are we using language in line with "industry standards?"
  - Table this to combined bureaus for discussion
- 960 employees (currently 5 of them)
  - 1-CCW, 1-Dispatch, 1- DB, 1-CSU, 1-Crime Lab
- Background in training / software solutions
  - 3 demos upcoming
- Outsourcing backgrounds
  - Open up an RFP for a contract (DC handling)
- Officer Requests
  - Significant Other Survival Training (covered by police council)
    - Open it up to other agencies
  - CNT Uniform Proposal (kicked back for photos)
- Unauthorized time off AI memo
  - Review our policy regarding Telestaff
  - Add to combined bureaus for discussion
- Upcoming SEIU Contract Negotiations

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- Importance of Communication to Staff- Acting Sergeant
  - Should it be Bureau related or Admin. Responsibility (It will be the responsibility of the related bureau
- Handicap parking in gated area
  - I've seen vehicles parked there without a placard
  - Need to remove the signs or remind officers not to park there if they don't have the proper placard
  - DC will send out an email to all staff not to park in handicap spots

May 29th, 2025

Discussion Items:

- RIPA
  - Cost recovery
  - Want to see a comparison from total stops vs. RIPA submitted
  - Update on options and costs for RIPA by next week
- LODD Protocol/notifications form
  - C Alvarez will format the form and we will present at the next Command Staff meeting
  - Talk to Unions
- Service pin for significant anniversary dates (5,10,15, etc)
  - Put on agenda for Combined Bureaus
  - Policy language
  - Committee will design what the pin looks like
- Chief Notifications (school bus stabbing, officers injured)-revisit current protocol
  - Discussion
  - EL will clean up the memo
- Command staff participation in CBO's and social media (access to our social media)
- K-9 trainer agreement
  - Last contract found was in 2015
  - Would like to open an RFP and see what is out there
  - EL will work on the process and speak to Sgt. Ricker
- Frequency of combined bureaus and command staff meetings
  - Recommendation: once a month
  - The watch commanders can meet more frequently as needed
- Los Flores (Range) Email
- Acting Sergeant – Meet with or notify candidates, scheduling, department announcement
  - Notify Caro that he will be acting sergeant (he will take Armstrong's shift after 2-week shadow phase)

    - EL handling
    - Changes will take effect:
- GST Uniform
    - Tabled until next week. DC will email the memo
- Discipline
    - Independent of the Chief
- On Call
    - Keep as it is
- Mark43 (Clarke complaint)
    - EL will notify notify POST for SB2
    - Added to the other complaint

May 20th, 2025

Discussion Items:

- Pursuit overview
- 960 employees (currently 5 of them)
- Background in training / software solutions
- Outsourcing backgrounds
- RIPA

May 13th, 2025

Discussion Items:

- Audits (drugs, money, guns)- when was the last time we did one? How did we do?
    - OIR in 2014 and 2020. PRI (Records) 2023, Prop/Evidence 2022
    - Need to have annual audit with property room for drugs, money, guns
    - DC will review policy
- Daylighting Enforcement
    - EL will add to the agenda for combined bureaus
    - Need to have everyone writing these tickets
    - Briefing training to refresh
- Retiree Wall (Retirement Protocol)
    - CW will share protocol
    - EL will add to combined bureaus agenda
- Sergeant Garcia start date
    - Saturday May 17th

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- Acting Sergeant discussion / Motor Sergeant discussion
  - Going off scores on process
  - Four-month period and then rotate
  - DC will confirm with HR
  - EL will email all sergeants for interest (due 5/20)
  - Have interviews on 5/22
  - Sergeant panel will consist of both commanders and Lt Rios
- Process for all lateral assignments
  - DC will put on agenda to discuss with unions
- Sergeant 2 vs. Lieutenant
  - Talk about at reorganizational meeting on Thursday
- GST start date, May 31st
  - GST will help patrol if they fall short
  - Approved start date
- Team Building Workshop: Who do we want to attend?
  - Chief, Cmndrs, Lt., BPL's, Admin Assistants
  - DC will submit to POST today
- Custodian backgrounds
  - Suggestion: modified background (done internally), restrict some access
  - Contract out service?
  - EL put on agenda for combined bureaus meeting
- SLI for Sergeants and FBINA/Command College for LTs/Commanders
  - EL put on the agenda for next combined bureaus meeting.
  - Need to send as many sergeants to SLI as we can. Create process for SLI and FBINA procedure
- Q3 Department goals and objectives (email)
  - DC will complete
- Uniform standards (patrol)
  - EL will put on the agenda for the next combined bureaus meeting to discuss uniform policy
  - Should we start a uniform committee?
- Mighty Oaks
  - CEmployee went on his own time not knowing that the department would cover
  - Going to give him his time back
- K9- Concrete pads at personal residences
  - DC to contact Assist City Attorney re: Reimbursement agreement
  - Moving forward we need to have a consistent process
  - Suggest that the police council make the payment directly to the vendor

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May 8th, 2025

Discussion Items:

- Duty Commander / SWAT call-out protocols
- Outreach Coordinator/ Crime Lab supervisor (internal/external process, job description)
- Blue Team workflow
    - Explore LEFTA for IAs-DC
- Leadership Santa Maria Valley candidates: Logan, Dix, A.Lopez, Balcorta
    - Between Dix and Lopez (most senior will go)
- LEEDS – All Lt's are not available except D.Logan
    - Logan will go
- 960 employees (currently 5 of them)
    - DC will look into them and we will discuss at next week's meeting
- Guadalupe Dispatch Contract
    - Contract up in August. It will automatically renew
    - Pay us $58k a year
- SWAT Van Replacement (right now or can it wait until next budget)
    - Replacement cost $240-280k (City Garage $140k)
    - Recommend using AFF
    - EL will get the proposal
- Policy question: Officers required to identify themselves, call a supervisor
    - Look to see if there is a law-DC
    - Look into adding the policy
- Paper Evaluations (switching to electronic/Lefta)
    - CW will contact HR and CM to get approval
- Patrol Officers getting cell phones
    - (DC) get quotes
- Golden Handcuff Award (Patrol)
    - Already have a "Hook of the Month"
    - Commanders will talk to LTs/Sgts to see if we can get tragic
- Missing Reports (email)
    - Will be brought up at next supervisor meeting
    - Need to either cancel the report or ensure the reports are complete
- Storage of Department ammo (Scott Coe or Commander Trickle)
    - Assigned to Danny Rios on May 8th.

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